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FILE

DD/S 69-3805

Training 3-1

MEMORANDUM FOR: Director of Security

ATTENTION : Chief/Administration and Training Staff

SUBJECT : Promotions of Career Trainees

Ed:

I discussed with the DD/S the problem raised by the
Chief, Career Training Program, pertaining to the promotions of

[Redacted]

The DD/S has directed that these two trainees be promoted immediately, in accordance with previous commitments made to them. In order that this may be accomplished, he has further approved your exceeding your authorized head room for GS-11's by two spaces for a maximum period of six months from this date. He expects that you will take necessary measures to get down to your authorized staffing pattern as soon as possible but in no case later than the mentioned six months.

As you know the Agency has made commitments to Career Trainees with respect to the length of time between their first two promotions after entering on duty. This commitment is considered to be a priority requirement with respect to promotions.

/s/

ILLEGIB

[Redacted]
Support Operations Staff/DDS

[Redacted]

25X1

SS Career Board:

23 July - Promoted 2 from 10 to 11
7 from 9 to 11

Total Headroom 9 -- 2 CT's next in line

He asked OP about exceeding quota, to go - 2 at GS-11, in order to reach 2 CT's.

Ed B. will check on current status and advise

RBW -- 8-12-69

STAT

told OS/Pers could not give OS extra headroom to promote. All those OS promotees have DOR's prior to 2 CT's and equally good or better. EB

RBW -- 8-13-69

Discussed with DD/S 8-15-69. OK to exceed headroom at GS-11 for 2; OS to promote 2 CT's immediately; headroom excess for no more than 6 months; no more instances like this.

STAT

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DTR-3803

DD/S 69-3731

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7 August 1969

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Training

SUBJECT : Promotion of Career Trainees in the Support Services

1. Upon the heels of promotion delays for Career Trainees in the Clandestine Service and in the Office of Current Intelligence in late 1968 and early 1969, Career Trainees have now begun to experience similar delays in the Support Services. In particular, there are two Career Trainees, [REDACTED] who were enrolled in the March 1968 Career Training Class, received their first CT promotion to GS-10 in September 1968, and were due for their second promotion to GS-11 on 27 July 1969. Meanwhile, however, these two young officers were reassigned to the Security Career Service and have now been informed by the Office of Security that they will not be promoted according to the CT schedule because of "headroom" problems.

2. Per your instructions to notify you of any such instance, I wish to bring this matter to your attention and to emphasize that we anticipate additional cases of this kind, deriving from two considerations:

- a. change of Service Designation prior to the second promotion eligibility;
- b. lack of "headroom" which places Career Trainees into direct competition with other officers in the same Career Service.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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SUBJECT: Promotion of Career Trainees in the Support Services

3. I have discussed this matter with Chief, Placement Division, Office of Personnel, and recognize that he is under very strict instructions to assure that operating components respect their average salary allowances. On the other hand and in contradiction, we are charged with assuring that promotion understandings initially articulated to Career Trainees are executed accordingly. We therefore request your guidance on this problem.

Chief, Career Training Program

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